

REGISTRATION COVER SHEET

Name (Last, First, M.I.)	Phone No.	Fax No.
Organization (Office/Directorate/Branch/Section)		Org. Code
Organizational Unit Training Coordinator		Phone No.

For ODWRB Use Only

Notice of Confirmation of Registration

Course Title: _____

Date Registered: _____

Your request for training has been processed and you were registered by:

☐ Purchase Card

(Unauthorized use of the above noted credit card is PROHIBITED. Under no circumstances should you sign for the credit card holder or add charges.)

☐ Convenience Check

☐ Purchase Requisition: # _____

(The Office of Procurement will finalize this registration)

☐ Registration on-site. This is an exception to normal procedures. In this instance, you are authorized to use your travel card to register or to obtain a cash advance to pay at the door. Appropriate action has been processed by the Travel Office for your travel card to allow this action. Submit your receipt for the registration fee to this office at Mail Stop 309 marked to the attention of the person identified below. Do not claim on your travel voucher.

Registration processed by:

☐ Connie Small

(757) 864-2564

connie.j.small@nasa.gov

☐ Michelle Sowden

(757) 864-6989

michelle.m.sowden@nasa.gov

If you have an emergency issue while on travel and cannot reach the person identified above, please contact the Organizational Development and Workforce Relations Branch (ODWRB) at (757) 864-2585.

Please read the important notices on the attached page.

Important Notices to the Registrant

Filing Your Travel Voucher

As of 10/1/04, registration fees will no longer be included in your travel payment. Any required reimbursement will be handled by ODWRB.

If your training registration fee included provided meals or lodging, you are required to annotate that in the Per Diem section of your voucher. For example, if the conference program included lunches provided on two days of your travel, you must indicate that lunches were provided on those two days of your travel. Airline meals and hotel/motel meals do not have to be claimed.

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

To process a voucher when a meal or lodging was provided:

Select Lodging/M&IE. Click on the **Pencil** icon to edit the record of the day(s) where meals and/or lodging were provided.

Click in all of the **Meals Provided** section and click the boxes meals provided for each day and select **Save**. This deducts the amount from the M&IE for the meals selected. If using "thru dates" insure that all selected meals are true for all days selected. Click in **"Lodging Provided"** and check box on each day lodging is provided or use "thru dates."

Confirmation of Attendance

You will receive an e-mail request from eodb+training@larc.nasa.gov after the ending date for the training for which you have been registered. This e-mail will request a reply from you within five days of completion to verify if the training was completed.

This verification process is required under LMS-CP-4316. The confirmation allows several things to take place.

- First, it allows us to quickly certify invoices and reconcile credit cards by indicating that the purchased training was received.
- Secondly, the confirmations are used to update your training history and for various reports used by the branch.

Note: Credit for course completion is given if you attend at least 75% of the scheduled event.

If you have a question about the confirmation or if you don't receive a confirmation notice, please write to eodb+training@larc.nasa.gov.
